

Cover Letter Guide

Heading

Your Street Address

City, State Zip

Date (Write out the month, followed by the day and year in Arabic numerals)

Inside Address

Name of Recruiter or Employer or Human Resource Person or Hiring Manager

Title of Person listed above

Name of Company

City, State Zip

Salutation

Dear Dr./Mr./Ms. Recruiter or Employer or Human Resource Person or Hiring Manger

Body of the Letter

Opening Paragraph-FOCUS: Why You Are Writing This Letter

- a. Identifying the position for which you are applying and your source of referral (I am applying for the position of assistant marketing director which was advertised on your website.)
- b. State duration/time of position (semester/year) and your commitment to this time frame.

Middle Paragraph-FOCUS: Why I Interview You

- a. Express your interest in the company and the position (here's where you show you have done your research on the company and have read the complete job description).
- b. Discuss your past work experiences. Remember, potential employers want to get their needs met. Make connection between what you have done in the past and what they need
- c. Discuss your personal traits (organized, self-starter, hard working, creative, etc) as long as they match what the company values.

Closing Paragraph-FOCUS: What Happens Next

- a. Refer to your enclosed resume, which summarizes qualifications and work experience.
- b. Indicate your willingness to forward additional personal information or references.
- c. Express your desire for a personal or telephone interview with a company representative.(make sure the phone number(s) and e-mail address on our resume are accurate).
- d. Thank the potential employer for his or her time and consideration.

Complimentary Close

This paragraph should be consistent with the tone of your letter and is followed by a comma. Professional letters, or business letters addressed to an individual may close with Sincerely or Sincerely yours.

Signature

Sign your name in ink directly below the complimentary close.

Your Name

Type your name as it appears on your resume four spaces down from the complimentary close.